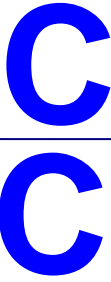




**CAYUGA
COUNTY**

F:\Civil\JobSpecs\Conservation
District Field Manager



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	CONSERVATION DISTRICT FIELD MANAGER
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	SOIL AND WATER
ADOPTION: CSM	8/12/92
REVISED: CSM	

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Soil and Water Conservation District and involves responsibility for coordinating, administering, and supervising a countywide environmental resource conservation program. Duties involve planning for the execution of conservation programs involving both private and public properties and entities (such as planning boards, watershed associations, nature conservancies, etc.) as designated by the Executive Director and/or the District Board. Under the supervision of the Executive Director and/or the Board of Directors, the Manager is responsible for the various aspects of district natural resource management including administrative and technical phases. An employee in this class assumes the administrative responsibilities for the organization and execution of the planning and application phase of the resource program. General supervision is exercised over a small number of subordinate district employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises and is responsible for the field application of environmental conservation projects for the district;
- Prepares analysis of workload and makes recommendations as to the allocation of personnel and equipment;
- Negotiates contracts, prepares cost estimates, assists in preparing annual reports, and assembles statistical data as needed by the Executive Director, District Board, and the State Conservation Committee;
- Explains the purposes, functions, and programs of the soil and water conservation district to other agencies, public bodies, landowners, etc., on the behalf of the Executive Director and/or the District Board;
- Prepares tentative and preliminary project cost estimates pertaining to environmental and conservation projects;
- Performs administrative and general supervision of subordinate district field staff, regarding the scheduling of machines and personnel for implementation of district projects;
- Coordinates various district activities with the cooperating agencies assisting the district in conservation activities;
- Collects data, prepares sketches, maps, and specifications related to potential conservation projects;
- May act as the operations officer and the representative of the Executive Director and/or the Board of Directors for the conservation district in its contact with other units of government;
- Calculates and recommends schedules of payments and/or margins of cost which district may wish to assess for services rendered;

TYPICAL WORK ACTIVITIES: (Illustrative only) con't

May act as the contracting officer in the negotiating of contracts for environmental projects and necessary materials between district, landowner, governmental units, private vendors, and construction contractors;
Schedules district work for contractors and others and oversees execution, including administrative and financial details;
May be appointed by the Executive Director and/or the Board of Directors to act as their representative to agencies and other groups relative to conservation activities;
May be responsible for the collection and accounting of funds as designated by the Executive Director and/or the District Board;
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of natural resource conservation with emphasis on soil and water conservation;
Thorough knowledge of the materials and procedures used in the construction and maintenance of drainage systems, ponds, forests, and other conservation practices;
Good knowledge of public and/or business administration;
Skill in estimating procedures costs and equipment used in soil and water conservation projects;
Ability to interpret maps, charts, and graphs;
Ability to plan and supervise the work of others;
Ability to deal with the public and to represent the conservation program to interested parties;
Ability to compile data and prepare reports;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Agricultural Engineering, Agricultural Technology and Business, Agricultural Land and Water Resource Conservation, Agricultural Economics, Agronomy, and Horticulture, Forestry, Forest and Range Management, Natural Resource Conservation, Soil and Water Resources Engineering, Natural Resource Administration, Environmental Health, Natural Science, Civil Engineering or related field, and 2 years of supervisory experience in a program involving soil and water conservation management activities; OR
- (B) Graduation from a regionally accredited or New York State registered 2-year college with an Associate's degree in one of the fields mentioned in (A) and 4 years experience in a program involving soil and water conservation management activities, 2 years of which shall have been in a supervisory capacity; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.